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AUG 1978

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Suggestions from Congressional Women's Caucus

REFERENCE : Memo to DDA fr DCI dtd 21 Jul 78, same subject

1. Action Requested: None; for information only.

2. The following comments are in response to the suggestions made to you on 20 July by the Congressional Women's Caucus:

a. Hire more women recruiters:

At present three of our 17 recruiters are female (18%). One of these three also serves as the Chief of the Washington Area Recruitment Office [REDACTED] As recruiter positions become vacant, female employees are considered and compete for them on an equal basis with their male counterparts. Since 36% of the professionals in the Office of Personnel are females, we anticipate that female representation in the recruiter ranks will increase as a result of future reassignments. STATINTL

b. Draw on the talent of women professionals and specialists when awarding study contracts, seeking consultants for NIE's, etc.:

This suggestion will be the subject of a separate memorandum which is being prepared by NFAC.

c. Bolster the complement of women with scientific and technical background by recruiting them from the science/engineering department faculty of women's colleges:

Competition with private industry in recruiting scientists and engineers has always been keen. Competition for female scientists and engineers is even more so because of the extremely small pool of

applicants (only about seven percent of those studying engineering or the physical sciences are female). It is the responsibility of Agency recruiters to actively exploit all applicant sources in these disciplines, including faculty members, although overtures to this latter group must necessarily be discreet to avoid offending university management.

d. Improve the recruiting approach made to women; it was alleged that when a college graduate applicant is interviewed, she is told, "We can't tell you exactly what you will do or exactly where you will work or exactly what skills you will require, but do you type?"

I have no doubt at all about the correctness of the allegation as it applies to the first 20 years of the Agency. But I can assure you, not today. The interview of a female college graduate is handled identically to that of a male college graduate. In fact, when a college graduate of either sex applies for a clerical job our recruiters have specific, written instructions (copy attached) to counsel and encourage the person to seek a professional position in keeping with his or her education. If the individual insists on applying for a clerical position after our recruiter has unsuccessfully tried to discourage him or her, we do accept the application, but only after impressing on the applicant that there is no guarantee of eventual assignment to a professional position. On the general subject of interviewing women, our recruiters have been specifically instructed for some years now to ask female applicants only those questions they would ask male applicants.

3. Our recruitment activities for female applicants can be summarized as follows:

Recruiters visit organizations and schools which are predominantly composed of women. They counsel college women at both the graduate and undergraduate levels about professional careers in the Agency. We participate in the job fair portion of annual conferences held by selected sororities and professional women's organizations. We correspond with representatives of the Minority Women's Employment Program. Recruiter literature is made available to female groups which sponsor employment opportunity seminars and the like. During FY 1977 women comprised 20% of the total professional and technical employees hired by the Agency. This compares favorably with statistics which show only slightly more than 20% of the graduate students majoring in academic disciplines of interest to the Agency are women.

*John F. Blake*

John F. Blake

Att: Memo to Recruiters  
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Director of Personnel

STATINTL D/Pers/R&P/ [REDACTED] jmk (28 Jul 78)

Revised: D/Pers/FWMJanney:jmk (3 Aug 78)

23 MAY 1978

FORWARDED TO ALL RECRUITERS

MEMORANDUM FOR: All Recruiters

STATINTL FROM

: [REDACTED]  
Chief, Recruitment Division

SUBJECT : Policy and Administrative Matters (#9)

1. As you are aware, Dow and I met with the Agency Task Force on Sex Discrimination last month to describe our recruitment procedures. One of the questions raised by the Task Force concerned the hiring of female college graduates as secretaries. Our explanation of our policy on this issue appeared to satisfy the members of the Task Force. As this is an important issue, I think it would be worthwhile to reiterate our policy to ensure there is no misunderstanding on the part of the recruiters:

Recruiters are not to encourage college graduates (male or female) to apply for clerical positions. If applications are received, recruiters are to counsel these applicants to seek positions compatible with their professional training. In essence, you are to do career counseling. If the college graduate insists on filing an application, you are to process it. Although the application cannot be rejected, the applicant must be made aware that he or she is being processed only for a clerical job. I'd also suggest in such cases that you call particular attention to Paragraph D of Form 894, Employment Information Agreement which states: "I understand that any eventual assignment to a position of a professional nature, if I am qualified for such by specific education, training or experience, will depend upon the existence of a suitable vacancy and no promises to the contrary have been made to me."

As always, common sense must be used in applying this policy. If the person got a degree 10 or 20 years ago and has been out of the job market during that time or has served in a clerical job for a considerable length of time, it would only be necessary to reinforce the fact that the applicant will be considered strictly for a clerical job; counseling would not be needed.